Need to hire a case manager? At a time of limited resources on many college campuses, BITs are looking for ways to validate their need for additional support. When writing a proposal, consider the following:

1. Have you had any recent tragedies on campus that could have been mitigated with prior intervention or support?
2. Do you have data to support increased usage of student support services?
3. Does your college track retention and student support services? If so, consider aligning this position with the college’s efforts in student retention.
4. Are there two or three departments that can combine resources and share the position?
5. Does your senior class give a “gift” at the end of the year? Consider speaking with the senior class representative about starting a fund to hire a new counselor or case manager.
6. Can you add case management services to a mandatory or voluntary fee paid for by students? On some campuses, Health and Counseling services are covered by a student fee similar to a technology or athletics fee. Possibly raising the student fee by as little as $20/student (depending on the size of your institution) could provide the money you need to hire an additional case manager.

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